



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	All PERSONS INTERESTED
2	Job Classification	ADMINISTRATIVE SPECIALIST (EXE LEV)
3	Posting Number	PN# 110701
4	Department	HOUSING and COMMUNITY DEVELOPMENT
5	Division	DEPARTMENT MANAGEMENT
6	Section	DIRECTOR'S OFFICE
7	Reporting Location	601 SAWYER, 4 TH FLOOR
8	Workdays & Hours	MONDAY-FRIDAY, 8:00 am-5:00 pm*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

- Handle the day-to-day operations of the Director's Office.
- Prepare, edit and revise correspondence, directives, speeches and other documents on various departmental matters.
- Respond to written and telephone inquiries, requests and complaints from the general public.
- Provide guidance to department staff in various activities necessary to attain operational goals.
- Represent department director at designated conferences, meeting and public events.
- Assist as needed in producing public information activities such as preparing news releases, brochures and visual presentations.
- Perform other duties as delegated by the department head, including handling issues and information of a highly sensitive nature.

10 **WORKING CONDITIONS**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Business Administration, Liberal Arts or a related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Three (3) years of administrative experience are required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Strong written and verbal communication skills. Must have good organizational skills and the ability to multi-tasks in a fast pace environment. Excellent interpersonal skills required. Experience in Microsoft Office Excel, Outlook, Word and PowerPoint.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 20
\$1,151 - \$1,643 Biweekly \$29,926 – \$42,718 Annually

18 **OPENING DATE**

May 24, 2006

19 **CLOSING DATE**

Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 868-8373. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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